

Short-Term Rental Operator License Application

FOR INTERNAL USE ONLY

STR License Number STR-OPLI _____

Rec'd Date _____ Initials _____

Scan Date _____ Initials _____

Data Entry _____ Initials _____

Operators are required to have a Seattle Business License and may be subject to Seattle Registration & Inspection Ordinance (RRIO) program.

To complete your application on-line, visit www.seattle.gov/Short-Term-Rentals. Please contact customer service at 206-386-1267 or STR@Seattle.gov for additional assistance or if you need disability accommodation.

Instructions:

- Complete application
- Make checks payable to City of Seattle.
- Return the completed application along with the licensing fee using one of the following options:

U.S. Postal Service:
City of Seattle—STR License
P.O. Box 94785
Seattle, WA 98124-7085

In-Person:
Business licensing office located on
the 42nd floor of the Seattle Municipal
Tower, 700 Fifth Avenue in downtown
Seattle.

Overnight Mailing Services:
City of Seattle—Short-Term Rental
700 Fifth Avenue, Suite 4200
Seattle, WA 98104

1 Application Information (Check the applicable box below)

Individual (Complete this section then skip to section 3)

Organization (LLC, Corporation, partnership or trust) (Skip to section 2)

Complete the section below that corresponds to you.

Property Owner

Tenant (applicable only in Downtown Urban core with legacy unit status)

Name (First, Middle, Last):			
Mailing Address:			
City:	State:	ZIP:	Country:
Phone:		Email (Required):	
City of Seattle Business License Number (Required)	Have you been operating short-term rentals prior to 09/30/2017? <p style="text-align: center;">Yes No</p> <p>If yes, you may qualify for legacy units. Please contact customer service for additional information to see if you qualify.</p>		

Additional Information

- STR Operators are required to have a Seattle Business License PRIOR to applying for an STR Operators license. To obtain more information about a Seattle business license call 206-684-8484 or visit <http://www.seattle.gov/business-licensing-and-taxes>
- If you have a rental unit that is not in your primary home, you are subject to the Seattle Rental Registration & Inspection Ordinance Program (RRIO). To obtain more information about RRIO, call 206-684-4110 or visit <https://www.seattle.gov/rrio>.

Spouse Information

First Name:	Last Name:
Email Address (Required):	

2 Organization Details-LLC, Corporation, Partnership, Trust

(if you are not part of an organization, this section is not required, skip to section 3)

Organization Name:		Seattle Business License:	Organization Representative (Optional):	
Mailing Address:			City:	State: ZIP Code:

Organization Member List: List all organization members, their spouses, property owners and their spouses. Note: If you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owners(s) or their spouse(s).

First Name	Last Name	Email Address

If you have more names than fits within this form, please attach additional page.

3 Adding Units to License

1st Unit			
Address:		City:	State: ZIP Code:
Residential Property Type:			
Single Family		Detached Accessory Dwelling Unit (DADU)	
Condo (Multi-Family)		Attached Accessory Dwelling Unit (ADU)	
1-4 Units (e.g., duplex, triplex)		Other _____	
Apartment Number:	If not Primary, rental registration inspection ordinance number (RRIO):	Have you been operating short-term rentals prior to 09/30/2017?	
Primary Address? Yes No		Yes No	
		If yes, must provide rental registry identifying dates the dwelling unit was used as a short-term rental within the 12-month prior to 09/30/17. Failure to provide the required documents will delay application process.	

2nd Unit			
Address:		City:	State: ZIP Code:
Residential Property Type:			
Single Family		Detached Accessory Dwelling Unit (DADU)	
Condo (Multi-Family)		Attached Accessory Dwelling Unit (ADU)	
1-4 Units (e.g., duplex, triplex)		Other _____	
Apartment Number:	If not Primary, rental registration inspection ordinance number (RRIO):	Have you been operating short-term rentals prior to 09/30/2017?	
Primary Address? Yes No		Yes No	
		If yes, must provide rental registry identifying dates the dwelling unit was used as a short-term rental within the 12-month prior to 09/30/17. Failure to provide the required documents will delay application process.	

Legacy short-term rental unit

A legacy short-term rental unit (“legacy unit”) is one that has been in operation since prior to September 30, 2017 by an operator who:

- can provide a rental registry showing the dates on which the unit was rented in the year prior to September 30, 2017; and
- has maintained a current City of Seattle business license tax certificate from the beginning of the registry period to the present.

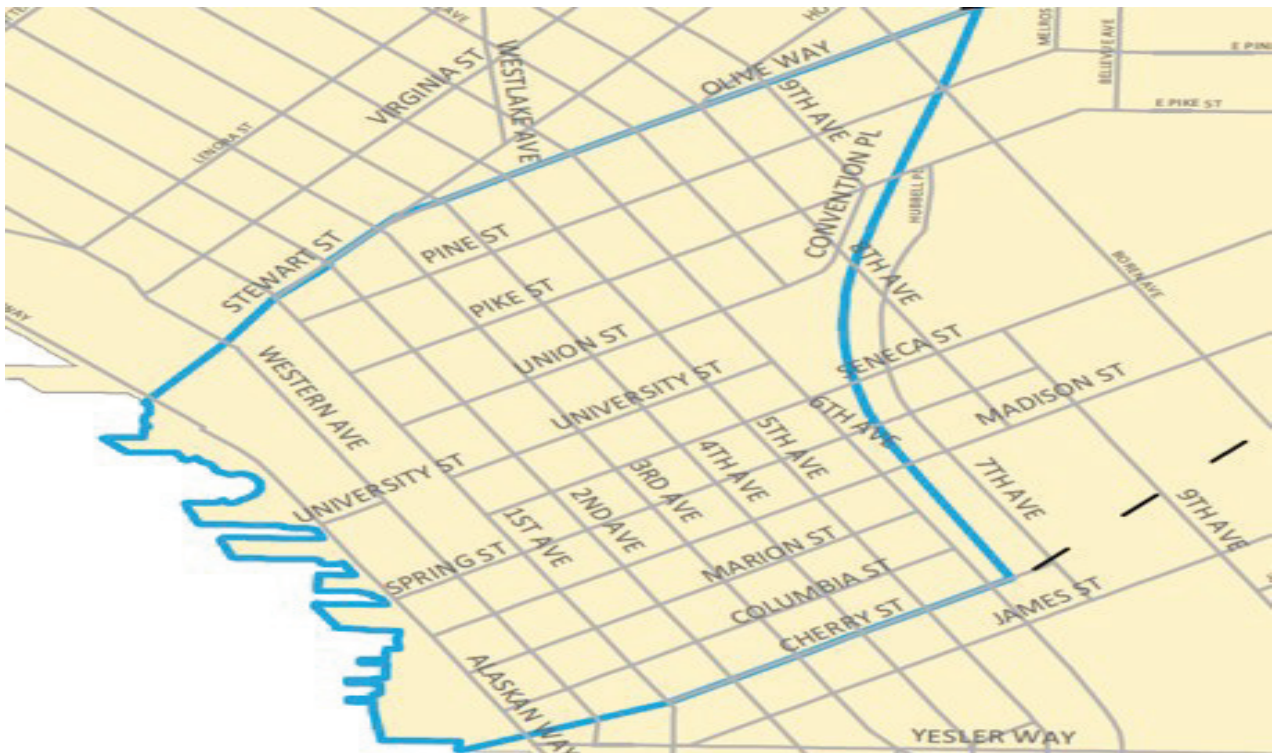
If the conditions above do not apply to your unit or units *and* to you, you are not a legacy unit operator. Please skip to section 4. The information below applies only to legacy unit operators.

Seattle’s short-term rental legislation is complex, and different provisions apply in each of three “legacy zones.” These provisions affect the number and type of units you may add to your operator license. If you operate units in more than one legacy zone, you may only claim the provisions of one of those legacy zones. (When adding units to your operator license, make sure the first unit you add is located in that legacy zone.) City staff cannot provide guidance about what decision will work best for your needs.

1. Downtown Urban Core

The Downtown Urban Core is the only area of the city in which non-owner occupants (i.e., renters) may operate legacy units. Upon the City’s request, these operators must be able to provide a unit owner’s written consent for its operation as a short-term rental unit.

An operator of legacy units in the Downtown Urban Core may operate an unlimited number of such units, including his or her primary residence.



2. **First Hill/Capitol Hill Urban Center**

This legacy zone is the only one in which the owner of a multi-family building constructed after 2012 and containing no more than five dwelling units may operate all of them as legacy units. There are very few such buildings. If you believe that your building is in this legacy zone, please call (206) 615-0808 to speak with a customer service representative.

3. **Greater Seattle**

Geographically, this legacy zone includes most of Seattle. The legislation allows an owner of legacy units in this area to operate up to two of them, as long as neither is the owner's primary residence. But one year after the issuance of his or her operator license, this owner may also add his or her primary residence to that license.

For more information about legacy units please refer to FAS Short-term rental rules STR-3 License and license applications.

3a

Additional Units (for Legacy Units)

If you have legacy units (see previous two pages) and need additional space, use this page.

Additional Unit				
Address:		City:	State:	ZIP Code:
Residential Property Type:				
Single Family		Detached Accessory Dwelling Unit (DADU)		
Condo (Multi-Family)		Attached Accessory Dwelling Unit (ADU)		
1-4 Units (e.g., duplex, triplex)		Other _____		
Apartment Number:	If not Primary, rental registration inspection ordinance number (RRIO):	Have you been operating short-term rentals prior to 09/30/2017?		
Primary Address?		Yes No		
Yes No		If yes, must provide rental registry identifying dates the dwelling unit was used as a short-term rental within the 12-month prior to 09/30/17. Failure to provide the required documents will delay application process.		

Additional Unit				
Address:		City:	State:	ZIP Code:
Residential Property Type:				
Single Family		Detached Accessory Dwelling Unit (DADU)		
Condo (Multi-Family)		Attached Accessory Dwelling Unit (ADU)		
1-4 Units (e.g., duplex, triplex)		Other _____		
Apartment Number:	If not Primary, rental registration inspection ordinance number (RRIO):	Have you been operating short-term rentals prior to 09/30/2017?		
Primary Address?		Yes No		
Yes No		If yes, must provide rental registry identifying dates the dwelling unit was used as a short-term rental within the 12-month prior to 09/30/17. Failure to provide the required documents will delay application process.		

Additional Unit				
Address:		City:	State:	ZIP Code:
Residential Property Type:				
Single Family		Detached Accessory Dwelling Unit (DADU)		
Condo (Multi-Family)		Attached Accessory Dwelling Unit (ADU)		
1-4 Units (e.g., duplex, triplex)		Other _____		
Apartment Number:	If not Primary, rental registration inspection ordinance number (RRIO):	Have you been operating short-term rentals prior to 09/30/2017?		
Primary Address?		Yes No		
Yes No		If yes, must provide rental registry identifying dates the dwelling unit was used as a short-term rental within the 12-month prior to 09/30/17. Failure to provide the required documents will delay application process.		

4 Select Appropriate Fee Based on Number of Units on the License

Units are limited per license. Most applicants will be eligible for primary residence (first unit) and one additional rental residence (second unit).

\$75 PER UNIT

Total number of units X \$75.00 = \$

Make checks payable to **City of Seattle**.

ACKNOWLEDGEMENTS

I acknowledge that I must post my short-term rental (STR) operator license number on every listing advertising the dwelling unit, or portion thereof, for use as a short-term rental. I consent to the disclosure by all STR platforms to the City of Seattle the physical address for every STR unit where my STR operator license number is listed in the advertisement.

Short-term rentals (STR) (1-29 days) must occupy a legal dwelling unit (e.g., no RVs, tents, garages, treehouses, houseboats, or boats) and are not permitted in some locations (e.g., shoreline zone, caretaker's quarters, congregate or live-work units). It is my responsibility to ensure my unit is eligible for STR operation per the STR and zoning ordinances. Please visit the STR and SDCI web pages to learn more.

An STR operator license does not authorize the license holder to conduct business in violation of any zoning ordinance.

I agree that the information provided is true and correct and that I am in compliance with Chapter 6.600 of the Seattle Municipal Code, and all associated Director's Rules. I understand that providing false information on application, amendments, or renewal may result in revocation, refusal to renewal or denial of the STR license. STR license fees and other City fees are non-refundable.

Applicant Signature _____ Applicant Printed Name _____ Date _____

Spouse Signature _____ Spouse Printed Name _____ Date _____